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DOCUMENT NO. ☐ ☒ ☐  
 TO S O ☒  
 2/3/81 REVIEWER: ☐

NOV 13 1956

**MEMORANDUM FOR:** Assistant Director for National Estimates  
**SUBJECT:** Study of Readability of Agency Memoranda

1. Mr. Dallas recently expressed his personal interest in improving the readability of Agency memoranda, and asked that a study of the subject be undertaken.
2. Members of the Office of Training and the Management Staff have begun the requested study and are now at a point where they need further information about current writing practices and problems in the various Offices.
3. You are requested to designate a member of your staff who is familiar with the writing and editorial procedures of the Office to provide information and assistance to those who are making the study. Please send the name of your representative to the Chief, Intelligence School, Office of Training.

Assistant to DD/I (Planning)

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EXECUTIVE REGISTRY FILE

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NOV 13 1956

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: Study of Readability of Agency Memoranda

1. Mr. Dulles recently expressed his personal interest in improving the readability of Agency memoranda, and asked that a study of the subject be undertaken.

2. Members of the Office of Training and the Management Staff have begun the requested study and are now at a point where they need further information about current writing practices and problems in the various Offices.

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NOV 3 1956

**MEMORANDUM FOR:** Assistant Director for Central Reference

**SUBJECT:** Study of Readability of Agency Memoranda

1. Mr. Dulles recently expressed his personal interest in improving the readability of Agency memoranda, and asked that a study of the subject be undertaken.

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[Redacted Signature Box]

Assistant to DD/T (Planning)

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106-3605-6

NOV 13 1956

**MEMORANDUM FOR: Assistant Director for Current Intelligence**

**SUBJECT: Study of Readability of Agency Memoranda**

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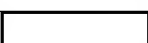
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NOV 10 1956

**MEMORANDUM FOR: Assistant Director for Research and Reports**

**SUBJECT: Study of Readability of Agency Memoranda**

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[Redacted Signature]

Assistant to DD/I (Planning)

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NOV 13 1956


**MEMORANDUM FOR: Assistant Director for Scientific Intelligence**  
**SUBJECT: Study of Readability of Agency Memoranda**

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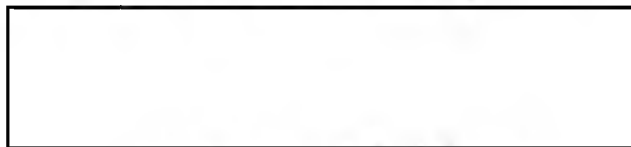
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NOV 13 1956

MEMORANDUM FOR: Assistant Director for Basic Intelligence

SUBJECT: Study of Readability of Agency Memoranda

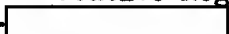
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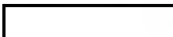


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